



## **KANSAS FREEMASONS**

ON THE LEVEL

### **Event Information Form**

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#### **Purpose**

In order to properly plan for Grand Lodge participation in your event, the Grand Master requires that you provide the information requested in the form below. There are two reasons for this requirement:

- That the Grand Master has enough information to plan for your event and communicate coordinating plans to his party.
- That the event has been thoughtfully planned by the host organization. You expect the highest quality from your Grand Lodge officers in the performance of their duties. The Grand Master and his party expect a well-planned event that warrants their appearance.

#### **Form**

Use the form below to indicate event details. Fill in all items applicable to the event.

#### **Routing** (Local Lodge -> DDGM -> ADGM -> Grand Master's Designee)

Forward the form to your District Deputy Grand Master (DDGM). This is for two reasons:

- He will ensure this event is in coordination with other district events and assist in making your event known in his district for maximum participation.
- He will assist you with any shortfalls. The DDGM is the Grand Master's personal representative to your lodge and Grand Lodge officers will not appear without his knowledge and approval.

Once approved by your DDGM, send the approved form to your Area Deputy Grand Master (ADGM).

This is for two reasons:

- The ADGM is part of the Executive Leadership Team of the Grand Lodge. He will check to ensure your lodge is current in meetings its obligations to the Grand Lodge, such as annual reports, membership data updates and financial obligations, minimum required lodge officer attendance at the last three Grand Lodge Annual Communications, and, whether there are any outstanding issues.
- He is due the courtesy of knowing all Grand Lodge events to be scheduled in his Area. Grand Lodge officers will not appear without his knowledge and approval.

Once approved by your ADGM, the person requesting the event emails the completed form to [events@kansasmason.org](mailto:events@kansasmason.org). The Grand Master's event coordinator will then:

- Create the Letter of Instruction to the Grand Lodge officers so they have all the essential information required so they come properly clad and prepared.
- Put the event on the Grand Lodge calendar (Google calendar) as confirmation that the GM or his designated representative(s) and their party will attend.

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**Most Worshipful Grand Lodge of A.F. & A.M. of Kansas**



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**Note:** Communication with your DDGM and ADGM is imperative to having Grand Lodge participation at your event. The sooner you submit the request the more likely it is that the Grand Lodge will be able to support your request.

Data Field	Instruction and/or Example	Your Event Information
Event Name	e.g. Hiram Lodge #567 150 Year Event	
Event Type	e.g. picnic, emblems, rededication, etc.	
First Choice Date	1/1/2000	
Alternate Date(s)	1/1/2000	
Start Time	7:30 pm	
End Time	9:30 pm	
Open Event?	Public, Masons Only, or Both.	
Indoors / Outdoors?	Is any part of this event is Outdoors?	
Description / Timeline	General overview and/or timeline of the event.	
Address of Event	123 One Way St., Nottawa, KS	
Which DDGM Approved?	Name of DDGM that approved the event.	
Which ADGM Approved?	Name of ADGM that approved the event.	
Meal Provided?	Yes or No	
Meal Menu	e.g. BBQ and sides.	
RSVP required?	Yes or No	
RSVP Deadline	4/4/2116	
RSVP to	Address, email, or phone number for RSVP	
Ladies Invited?	Yes or No	
Event Coordinator Name	Point of contact for questions about the event	
Event Coordinator Email	hiram@lodgexyz.org	
Event Coordinator Phone	913 000-0000	
Expected number of Masons	Number of Masons not including Grand Lodge officers expected to be in attendance.	
Expected number of Non-Masons	Number of Non-Masons not including guests of Grand Lodge officers expected to be in attendance.	
Confirmed names of Honored Guests	List names of honorees that are expected to attend and HAVE CONFIRMED they will be there.	

When finished entering information, be sure to save a copy for your files and send the form to [events@kansasmason.org](mailto:events@kansasmason.org)

**Most Worshipful Grand Lodge of A.F. & A.M. of Kansas**

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